

# USDA\ARS Tifton Location Electronics Products Reuse, Recycling, and Disposal Directive

Date: July 7, 2009

Document Control Code: TIF-EP-05C, Rev. 0

## **I. Purpose**

The objectives of this directive are: (a) to establish written procedures to promote and comply with the environmental objectives set forth by the President in Executive Order 13423, "Strengthening Federal Environmental, Energy, and Transportation Management" and the environmental objectives of the USDA-ARS, and (b) to provide clear guidance to personnel at the USDA-ARS Tifton Location on the reuse, recycling, and disposal of electronic products for the various units at the location.

## **II. Requirements of Executive Order 13423**

Executive Order 13423, issued January 2007, requires that Federal Agencies shall:

"ensure that the agency (i) when acquiring an electronic product to meet its requirements, meets at least 95 percent of those requirements with an Electronic Product Environmental Assessment Tool (EPEAT)-registered electronic product, unless there is no EPEAT standard for such product, (ii) enables the Energy Star feature on agency computers and monitors, (iii) establishes and implements policies to extend the useful life of agency electronic equipment, and (iv) uses environmentally sound practices with respect to disposition of agency electronic equipment that has reached the end of its useful life."

This directive deals with meeting requirement (iv) when electronic products are near or have reached the end of their useful life at the USDA-ARS Tifton Location.

## **III. Definition**

For the purpose of this directive, "electronic products" will consist of desktop computers, laptop computers, monitors, integrated computer systems, printers, copiers, facsimile machines, multifunction devices, televisions, handheld or mobile electronics, and other electronic devices. These products need not be Energy Star or EPEAT registered for them to be considered for reuse, recycling, and disposal. It is the policy of the Tifton Location to ensure that all electronic products are disposed of in an environmentally sound manner.

#### **IV. Responsibilities**

- A. Personnel: It is the responsibility of the property owner of the electronic product to ensure that it has reached the end of its useful life and begin steps to recycle and dispose of the product. The first step is providing the Purchasing Agent with the necessary information to fill out AD Form 112.
- B. Computer Center Personnel: Computer Center personnel will maintain a list of government-contracted computer products that are EPEAT-registered for reference when replacing electronic products. They will also oversee any media sanitization that is needed before the electronic product can be reused or recycled.
- C. Purchasing Agent: The location purchasing agent will fill out AD Form 112, Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property, for the electronic property to be disposed. The purchasing agent retains a copy of the form for archival.
- D. Administrative Officer: The administrative officer, as property management officer, will verify the electronic products on AD Form 112 for recycling and disposal.
- E. Collateral Duty Safety Officer (CDSO): It is the responsibility of the CDSO to accept and properly store electronic products that have been entered into the system via AD Form 112 until the time of disposal.
- F. EMS Coordinator: The EMS Coordinator archives a copy of each AD Form 112 with EMS records. The EMS Coordinator will collect, organize and report data on electronic recycling and disposal annually. Disposal data will help to ensure compliance with Executive Order 13423 and measure the effectiveness of location efforts to promote environmentally-friendly practices.

#### **V. Procedure**

##### Reuse

Internal reuse is the first option for disposition of used electronics. Federal agencies are encouraged to consider internal reuse and deployment of electronics after the end of their first life, in order to extend the useful life of their electronic equipment. The “first life” of a piece of electronic equipment is the period of time that a piece of equipment is useful to its first user. E.O. 13423 requires agencies to strive to extend the useful life of electronic equipment to four or more years. Also, Federal Management Regulation Subchapter B – Personal Property, 41 Code of Federal Regulations 102, mandates reuse of personal property, to the extent practicable.

Step 1. Determine if the electronic product is suitable for internal reuse. Please remember that your “old” equipment might still be newer than what someone else may have currently.

Step 2. Advertise your electronic equipment across the location through email to determine if anyone is interested. If interest is expressed in the electronic product,

contact the Purchasing Agent if the item is on inventory to arrange for transfer and also the computer center to arrange for media sanitization if appropriate.

#### Recycling and Disposal

When replacing electronic products with similar items, Manufacturer Take-Back Services offer options to consider. Manufacturer Take-Back Services will often exchange the value of the old electronic product to reduce the cost of the replacement through trade-in or upgrade programs. If the electronic product can not be reused internally or traded-in through the manufacturer, follow the steps below to ensure proper recycling and disposal of the equipment.

Step 1. Make a list of all electronic products for recycling and contact the Purchasing Agent with the list to start the appropriate paper work, AD Form 112.

**NO ELECTRONIC PRODUCTS WILL BE ACCPETED WITHOUT AD FORM 112.**

Step 2. Take the equipment to the Computer Center Personnel for media sanitization prior to recycling and disposal. Data security is a critical consideration at the end-of-life for any electronic equipment. Storage media must be handled and sanitized appropriately, prior to reuse, recycling or disposal, to prevent unauthorized disclosure of information and to ensure confidentiality of data.

Step 3. Pick up AD Form 112 from the Purchasing Agent which should include a list of all products for recycling, if more than one. The Accountable Property Officer should sign and date in Section 1, Part 5.

Step 4. Return AD Form 112 to the Administrative Office to be signed by the Administrative Officer in Section 3, Part 2. The Administrative Office should keep a copy for their records.

Step 5. Contact the Collateral Duty Safety Officer to set up a drop-off time for the electronic products. When meeting to drop-off the electronic products, you must present the CDSO with AD Form 112. No electronic products will be accepted without this form.

Step 6. The CDSO will sign AD Form 112 in Section 4, Part 3, move the electronics to the electronics storage building, and transfer AD Form 112 to the EMS Coordinator for archival with EMS records.

Step 7. The electronic products will be stored until there is a suitable recycling event in the area where the electronic products can be safely disposed.

#### Collection and Reporting of Electronic Products Recycling Data

Annually, the EMS Coordinator will compile the data and report the findings along with any recommendations for program improvement to the Location Coordinator and EMS Committee.

#### **V. References**

Executive Order 13423, "Strengthening Federal Environmental, Energy, and Transportation Management," dated January 24, 2007.

Federal Management Regulation Subchapter B – Personal Property, 41 CFR 102.

# Do you know what to do with old electronic equipment???

## e-CYCLE IT!!!

### Items that can be e-cycled:

Computers, hard-drives, keyboards, printers, televisions, VCR/DVD players, cell phones, telephones, radios, pagers, digital equipment, scanners, copiers, scientific equipment, and much, much more.....

"Plug-In To eCycling" is a consumer electronics campaign working to increase the number of electronic devices collected and safely recycled in the United States. The program was launched in January 2003 as part of EPA's Conservation Resource Challenge.

### DO

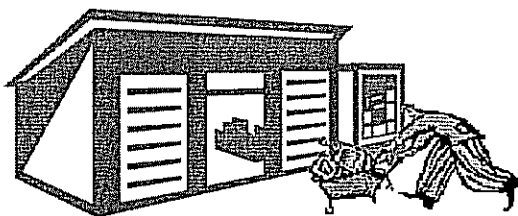
1. Save old, broken, or unused electronic equipment for recycling!
2. See Tom Maze (386-3496) and fill out AD Form 112.
3. Contact Tom Hendricks to schedule a time for drop-off.

### DON'T

Throw any electronic equipment in the dumpster!

Each program/lab is responsible for deciding how best to collect their recyclables. Contact Tom Hendricks (386-2392) or Tom Maze (386-3496) if you have any questions.

YES!!



NO!!

